

## Safeguarding Policy

		Page
Section 1	Details of place of worship / organisation	2
Section 2	Introduction (Safe and Secure – Standards 1 and 2)	3
Section 3	Prevention (Safe and Secure –Standards 3, 4, 5, 6 and 7)	5
Section 4	Working in Partnership (Safe and Secure – Standard 8)	8
Section 5	Responding to allegations of abuse (Safe and Secure – Standard 9)	9
Section 6	Pastoral Care (Safe and Secure – Standard 10)	14
Appendix 1	Safeguarding Policy Statement	15
Appendix 2	Safeguarding Poster	16
Appendix 3:1	Definitions of Abuse (Children)	17
Appendix 3:2	Definitions of Abuse (Adults)	22
Appendix 4	Signs of Possible Abuse	24
Appendix 5	Effective Listening	27
Appendix 6	Schedule of Safeguarding Operating Guidelines and Forms	28

Name: **Mike Renouf**

Signature:

Trustee lead for Safeguarding and on behalf of the Leadership of Christ Central Workington

Date:

Review Date:

## Section 1

### Details of the place of worship / organisation

Name of organisation:	Christ Central Workington
Address:	The Bridge Centre, Central Square, Workington CA14 3BG
Telephone number:	01900 606989
Email address:	<a href="mailto:info@christcentral.co.uk">info@christcentral.co.uk</a>
Leader:	Mike Renouf, [REDACTED] <a href="mailto:mike@christcentral.co.uk">mike@christcentral.co.uk</a>
Safeguarding Co-ordinator:	Fiona Renouf, [REDACTED] <a href="mailto:safeguarding@christcentral.co.uk">safeguarding@christcentral.co.uk</a>
Church affiliation:	Newfrontiers – ChristCentral Churches
Charity number:	1196611
Regulators details:	Charity Commission, England and Wales
Insurance Company:	Ansvar Insurance Company Ltd, Ansvar House, St Leonards Road, Eastbourne, BN21 3UR 01323 737541
Policy Number:	CHP 27682 (Public and Employer’s Liability insurances)

The following is a brief description of Christ Central Workington (CCW) and the type of work we undertake with children and adults who have care and support needs.

CCW is a church which aims to be involved in the local community. To this end we have meetings on a Sunday, which include provision for children. Checks are completed by the Disclosure and Barring Service (DBS) for workers in charge of children’s work. If a DBS certificate cannot be obtained, alternative steps will be taken to assess the worker’s suitability. Occasionally we run other activities, supervised by the workers.

CCW is led by a team of leaders (referred to as the Leadership), who are responsible for the spiritual life and pastoral care of the congregation. Each leader is DBS checked.

As a charity, the Trustees are responsible for the charitable conduct of CCW’s activities. Each trustee is DBS checked.

The Bridge Centre is let out to several groups, including some working with vulnerable people. The Administrator supervising lettings is DBS checked.

The North Lakes Foodbank operates a Foodbank Centre on the premises three days a week and operates under its own Safeguarding Policy. The CCW Safeguarding Co-ordinator has a copy of the Foodbank Safeguarding Policy.

## Section 2 Introduction

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Leadership and Trustees are appointed to have independent authority and legal responsibility and have a critical role in decision making and compliance as well as setting the values, standards and behaviours. The standards and behaviours may be referred to as the culture or “the way we do things around here”.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (*ICSA The Governance Institute, 2017*).

The following Safeguarding Policy and Statement aims to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example
- those who lead are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles
- there are accountability structures
- there are codes of conduct
- the values of the organisation are embedded in its day-to-day actions and behaviours of its people
- there is open communication.

### Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status.” We also concur with the Convention on the Rights of the Child, which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected

from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and practice guidelines are based on the ten safeguarding standards published by **thirtyone:eight**. CCW has a Safeguarding Policy Statement (Appendix 1) and a Safeguarding Poster (Appendix 2) on display.

The Leadership undertakes to

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above
- provide on-going safeguarding training for all its workers and regularly review the accompanying operational guidelines
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive
- support the Safeguarding Co-ordinator and Deputy/Deputies in their work and in any action they may need to take in order to protect children and adults with care and support needs
- not allow this document to be copied by other organisations.

## Section 3 Prevention

### Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children (under 18s) and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in CCW we adhere to the UN Convention on the Rights of the Child Article 19 (as our starting point as a definition of abuse)

- 1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also, for adults we adhere to the UN Universal Declaration of Human Rights Article 5.

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

This policy is in line with the following legislation and statutory guidance: The Children Act 1989 and 2004, Working Together to Safeguard Children 2023, The Care Act 2014, Safeguarding Vulnerable Groups Act 2006 and the Mental Capacity Act 2005.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included in our policy in appendices as follows.

Definitions of abuse: Appendix 3

Signs and indicators of abuse: Appendix 4

How to respond to a child or an adult wishing to disclose abuse: Appendix 5

## **Positions of Trust**

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022 it is illegal (England and Wales, Northern Ireland) for those in positions of trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

## **Safer recruitment**

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that

- there is a written job description / operating guidance for the post
- those applying have completed an application form
- those short-listed have been interviewed
- safeguarding has been discussed at interview
- references have been obtained, and followed up where appropriate
- a self-declaration form and DBS check have been obtained where necessary (complying with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- qualifications, where relevant, have been verified
- a suitable training programme is provided for the successful applicant
- the applicant completes a probationary period
- the applicant has read and accepted (by signature) the organisation's Safeguarding Policy and knows how to report concerns
- in the event that a substantial portion of a potential paid or voluntary worker's history lies outside the UK, steps will be taken to obtain a "fit person" check and references from that country, wherever possible.

## **Safeguarding training**

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All CCW's workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

## **Practice Guidelines**

As an organisation working with children and with adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

We have specific good practice (operating) guidelines for each activity we are involved in and for some activities we have specific forms, e.g., consent forms. These are listed in the Schedule of Safeguarding Operational Guidelines and Forms, Appendix 6.

## **Management of Workers – Codes of Conduct**

As a Leadership we are committed to supporting and supervising all workers. All workers have been issued with appropriate Operating Guidelines, which includes a code of conduct specific to their area of operation for safeguarding children, young people and adults with care and support needs and will be given clear expectations about what is expected of them both within their job role and out. They will also receive further training as necessary.

## Section 4

### Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children and safeguarding adults with care and support needs. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets our safeguarding standards (See Section 1: Description of CCW).

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and with adults with care and support needs, and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

## Section 5

### Responding to allegations of abuse

Under no circumstances should a worker or volunteer carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below.

#### General Procedures

- The person in receipt of disclosures, allegation or concern of abuse should report concerns as soon as possible to Fiona Renouf, the Safeguarding Co-ordinator, who is nominated by the Leadership to act on their behalf in dealing with the disclosure, allegation or concern, including referring the matter on to the statutory authorities. Contact details are [REDACTED] and/or [safeguarding@christcentral.co.uk](mailto:safeguarding@christcentral.co.uk).
- In the absence of the Safeguarding Co-ordinator then the report should be made to Sarah Moore, the Deputy Safeguarding Co-ordinator, on [REDACTED] and/or [safeguarding@christcentral.co.uk](mailto:safeguarding@christcentral.co.uk).
- If the concerns in any way involve the Safeguarding Co-ordinator or anyone related to her, then the report should be made to Sarah Moore, the Deputy Safeguarding Co-ordinator, on [REDACTED] and/or [secretary@christcentral.co.uk](mailto:secretary@christcentral.co.uk).
- If the concerns in any way involve the Deputy Safeguarding Co-ordinator, then the report should be made to Fiona Renouf, the Safeguarding Co-ordinator, on [REDACTED] and/or [fiona@christcentral.co.uk](mailto:fiona@christcentral.co.uk).
- If the concerns implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to **thirtyone:eight** PO Box 133, Swanley, Kent, BR8 7UQ, 0303 003 1111 option 2. Alternatively,
  - where a child is involved contact Cumberland Children Advice & Support Service on 0333 240 1727
  - where an adult is involved contact Cumbria Safeguarding Adults Board via the Cumberland Single Point of Access team  
9am to 5pm (Mon-Thur) or 9am to 4:30pm (Fri) on 0300 373 3732 or  
out of hours on 01228 273800  
or Cumbria Police on 101 (24 hours) asking for The Public Protection Unit.
- The Safeguarding Lead may first ring the **thirtyone:eight** helpline for advice. Based on the concern, they may then contact the statutory services listed above.

- Where required, the Safeguarding Co-ordinator should inform, depending on the nature of the concern,
  - the chair of trustees or trustee responsible for safeguarding who may need to liaise with the insurance company or the Charity Commission to report a serious incident (see gov.uk ‘Safeguarding and protecting people for charities and trustees’)
  - a Local Authority Designated Officer (LADO) at Cumberland Children Advice & Support Service if the allegation concerns a worker with someone under 18 9am to 5pm (Mon- Fri) on 0300 303 3892 or [lado@cumberland.gov.uk](mailto:lado@cumberland.gov.uk) within one working day using the following form

[https://cumberlandsafeguardingchildren.co.uk/sites/default/files/13850690/2025-07/Cumberland%20LADO%20Position%20of%20Trust%20Referral%20Form\\_0.docx](https://cumberlandsafeguardingchildren.co.uk/sites/default/files/13850690/2025-07/Cumberland%20LADO%20Position%20of%20Trust%20Referral%20Form_0.docx)

- Concerns must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst disclosures, allegations or concerns of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay taking advice from **thirtyone:eight** or referral to Social Services or the Police.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from **thirtyone:eight**, although the Leadership of CCW hope that people will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator/Deputy as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-ordinator/Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies, who have a legal duty to investigate.

## **Detailed procedures where there is a concern about a child**

### ***Allegations of physical injury, neglect or emotional abuse***

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will

- contact the relevant medical services if the child requires immediate medical attention, informing the doctor of any concerns
- contact **thirtyone:eight**, or Cumberland Children Advice & Support Service, for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home
- wherever possible, seek advice from **thirtyone:eight** before disclosing any information to parents, unless it is clear they are not involved and that informing them first will not jeopardise any action by social care or the police
- for lower-level concerns (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of harm
- where the parent/carer is unwilling to seek help, offer to accompany them and in
- cases of real concern, if they still fail to act, contact Cumberland Children Advice & Support Service direct for advice.

### ***Allegations of sexual abuse***

In the event of allegations or concerns of sexual abuse, the Safeguarding Co-ordinator/Deputy will

- contact **thirtyone:eight**, Cumberland Children Advice & Support Service or Cumbria Police
- wherever possible, seek advice from **thirtyone:eight** before disclosing any information to parents, unless it is clear they are not involved and that informing them first will not jeopardise any action by social care or the police.

**Detailed procedures where there is concern that an adult at risk  
Concerns or allegations of abuse or harm including physical, sexual,  
psychological, organisational, financial, discriminatory, neglect, self-neglect,  
forced marriage, modern slavery, domestic abuse**

If there is concern about any of the above, the Safeguarding Co-ordinator/Deputy will

- contact the emergency services on 999 if the adult is in immediate danger or has sustained a serious injury, informing them of any suspicions
- contact [thirtyone:eight](#) for advice
- contact Cumbria Safeguarding Adults Board who will be able to advise whether this reaches the safeguarding threshold and actions required

**Concerns or allegations regarding spiritual abuse**

If there is concern regarding spiritual abuse, the Safeguarding Co-ordinator/Deputy will

- identify support services for the victim, i.e. counselling or other pastoral support
- contact [thirtyone:eight](#) and, in discussion with them, consider appropriate action

**Allegations of abuse against a person who works with children**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator will

- Make a referral to the Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity
- make a referral to the Disclosure and Barring Service (DBS) for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.
- Share information about the concern with the police.

## **Allegations of abuse against a person who works with adults with care and support needs**

The Safeguarding Co-ordinator will

- liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes
- make a referral to the Disclosure and Barring Service (DBS) or if advised to do so by Adult Social Care
- share information about the concern with the police.

The Care Act 2014 places the duty upon Adult Social Care, in this case Cumbria Safeguarding Adults Board, to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the victim chooses for no further action and they have the capacity to communicate their decision. However, this is a judgement for Adult Social Care to make, not CCW.

## **Allegations of non-recent sexual abuse from an adult**

If an accusation is made of non-recent sexual abuse from a child, the procedure in relation to sexual abuse will be followed (please see above).

If an accusation is made of non-recent sexual abuse from an adult, the Safeguarding Co-ordinator will

- give the adult the option to report this to the police; if the adult does not wish to report this to the police, then the Safeguarding Co-ordinator can pass on the information relating to the alleged perpetrator but must not share details of the victim
- if the alleged perpetrator is in a role working or volunteering with children or young people, make a referral to the LADO
- if the alleged perpetrator is in a role working with adults with care and support needs, liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes
- if the alleged perpetrator is in a role within CCW, contact [thirtyone:eight](#) and in discussion with them will consider appropriate action with regards to the scale of the concern.

## **Section 6**

### **Pastoral Care**

#### **Supporting those affected by abuse**

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and offering support to all those who have been affected by abuse who have contact with or are part of CCW.

The individual responsible for pastoral care is Mike Renouf on [REDACTED] and/or [mike@christcentral.co.uk](mailto:mike@christcentral.co.uk).

#### **Working with offenders**

When someone attending CCW is known to have abused children, is under investigation, or is known to be a risk to children or adults with care and support needs, the Leadership will supervise the individual concerned and offer pastoral care but, in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate external parties.

# Appendix 1 Safeguarding Policy Statement

## POLICY STATEMENT ON PROTECTION OF CHILDREN AND ADULTS

Name of place of worship: **Christ Central Workington**

This statement was agreed by the Leadership on **13 January 2026**

- This place of worship is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or abuse, in all their recognised forms, to children and adults with care and support needs.
- We recognise the personal dignity and rights of adults and will ensure all our policies and procedures will reflect this.
- We believe all adults should enjoy and have access to the life of Christ Central Workington.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are experiencing significant harm.

### **We are committed to**

- following statutory and specialist guidelines in relation to safeguarding children and adults and will ensure that Christ Central Workington workers will work within the agreed procedure of our safeguarding policy
- implementing the requirements of all relevant legislation including, but not limited to: Working Together to Safeguard Children 2023, Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014
- supporting, resourcing and training those who undertake this work
- ensuring that we are keeping up to date with national and local developments relating to safeguarding
- ensuring that everyone agrees to abide by these recommendations and the guidelines established by Christ Central Workington
- supporting any in Christ Central Workington affected by abuse.

### **We recognise**

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child
- Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency
- safeguarding is everyone's responsibility.

### **We will review this statement and our policy annually**

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding co-ordinators for Christ Central Workington.

**Fiona Renouf**

**Safeguarding Co-ordinator**

**Sarah Moore**

**Deputy Safeguarding Co-ordinator**

A copy of Christ Central Workington's policy can be seen in the church office in the policy folder.

Signed, on behalf of the Leadership

\_\_\_\_\_  
**Mike Renouf, Leader**

## Appendix 2 Safeguarding Poster

# Safeguarding is a priority here

We are committed to creating safer places by following statutory guidelines on good working practice.



### Your safeguarding team

**Children's safeguarding leads**  
(for anyone under 18 years)

Fiona Renouf

Sarah Moore

[Redacted]  
and/or [safeguarding@christcentral.co.uk](mailto:safeguarding@christcentral.co.uk)

**Adults' safeguarding leads**  
(for anyone over 18 years)

Fiona Renouf

Sarah Moore

[Redacted]  
and/or [safeguarding@christcentral.co.uk](mailto:safeguarding@christcentral.co.uk)



A copy of our safeguarding policy is available upon request

In an emergency, or for independent advice call thirtyone:eight on  
**0303 003 11 11**

With safeguarding support from:



Thirtyone:eight is an independent Christian safeguarding charity.  
Charity No: 1004490. Scottish Charity No: SCO40578. Company No:  
2646487

## **Appendix 3 Definitions of Abuse 3:1 Definitions of Abuse Against Children**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger, for example, via the internet. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The four definitions (and a few additional categories) of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

### **Physical abuse**

Physical abuse is the deliberate use of physical force by one person against another to cause harm.

It may result in physical harm or injury to the other person or it may not, and may be a one-off act or ongoing.

Physical abuse can include hitting, slapping, biting or pinching; rough handling, shaking, pushing or throwing; burning or scalding; drowning or suffocating; poisoning, misuse of medication or the denial of treatment; intentional exposure to extreme heat or cold, or force feeding; misuse or illegal restraint, inappropriate physical punishment, or depriving someone of their liberty.

Physical harm may also be caused when a child's parent/carer fakes the symptoms of, or deliberately causes illness or ill health in a child.

Injuries caused by accidents such as trips and falls are not uncommon, especially in children, but these usually occur on bony or prominent areas such as knees, shins and elbows. Abusive injuries tend to involve softer areas that are harder to damage accidentally e.g. upper arms, forearms, chest, back, abdomen and thighs.

### **Emotional abuse**

Emotional abuse (or Psychological abuse) involves harming a person emotionally and includes any persistent emotional ill-treatment that causes severe and long-lasting adverse effects on a person's emotional development.

Some level of emotional abuse is present in all types of abuse and ill treatment of one person by another, but it can also occur on its own.

Emotional abuse can include: consistently telling someone that they are worthless, unloved or inadequate; using intimidation, coercion, and harassment; having inappropriate expectations for a person's age or development; seeing or hearing another person being mistreated, such as in domestic abuse; not giving someone opportunity to express their views or to take part in normal social interaction; bullying, including online bullying; causing someone to frequently feel frightened or in danger.

## **Sexual abuse**

Sexual abuse (or Sexual violence) is any behaviour perceived to be of a sexual nature which is unwanted or takes place without consent or understanding.

The abuse may involve physical contact and touching or non-contact activities.

Sexual abuse is found across all sections of society, irrelevant of gender, age, ability, religion, race, ethnicity, personal circumstances, financial background or sexual orientation. It can be perpetrated by family or non-family members, women, men and other children.

The sexual abuse of children or young people - also called Child Sexual Abuse (CSA) - is involving a child or young person in an activity for the sexual gratification or gain of another person, whether or not it is claimed they have consented or agreed.

Sexual abuse of a child can include:

Forcing or enticing a child or young person to take part in sexual activities, including penetrative or non-penetrative acts, whether they are aware of what is happening or not. Including children in looking at adult sexual content or activities, or having their photo taken or being filmed for the production of indecent images.

Using sexual language towards a child or encouraging them to behave in sexually inappropriate ways.

Grooming a child in preparation for abuse, either in person or online.

Sexual abuse may awaken premature sexual feelings in a child that they find hard to deal with and feel guilty about and they may need reassurance that they are not to blame for the abuse.

Penetrative sex with a child under 13 years by an adult or another child is classed as rape.

One of the ongoing effects of childhood sexual abuse may be that adult survivors experience difficulties forming meaningful relationships with other adults.

**Child Sexual Exploitation (CSE)** is a form of child sexual abuse. It occurs when a person or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity.

This may be done:

- In exchange for something the victim needs or wants
- For the financial advantage or increased status of the perpetrator or facilitator.
- It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status.

The victim may have been sexually exploited even if the sexual activity appears consensual.

Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

Legislation in the UK includes a number of offences for people who sexually exploit children and young people. The offences protect children up to the age of 18 and can have tough penalties.

These include:

- Paying for the sexual services of a child
- Causing or inciting child prostitution
- Arranging or facilitating child prostitution
- Controlling a child prostitute.

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse, and their needs require careful assessment.

## **Neglect**

Neglect (or acts of omission) is the failure to meet a person's basic physical or emotional needs which is likely to have a serious negative impact on their health or development.

It happens when a person deliberately withholds, or fails to provide, an appropriate level of care and support which is needed by another person.

It can involve a Parent/Carer and can also happen during pregnancy e.g. as a result of maternal substance abuse.

Neglect may happen because of a lack of knowledge or awareness, or through a failure to take reasonable action whether deliberate or not.

In its extreme form, neglect can be a significant risk as it can lead to serious long-term effects and even be life-threatening.

Neglect is the most common form of child abuse in the UK.

Neglect can include:

- Not providing adequate food, clothing, or assistance with personal hygiene
- Not providing adequate shelter and heating
- Failing to protect someone from harm or danger
- Not ensuring appropriate supervision (including the use of inadequate care-givers)
- Failing to give prescribed medication or provide access to appropriate health care or treatment
- Failing to provide access to educational services
- Ignoring a person's basic emotional needs
- Failing to take action when a person is taking unnecessary risk (especially when the person lacks capacity to properly assess risk).

## **Extremism**

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

## **Spiritual Abuse**

Spiritual abuse is coercion and control of a person by another in a spiritual context.

The victim experiences the abuse as a deeply emotional personal attack.

This abuse may include:

- Manipulation and exploitation

- Enforced accountability
- Censorship of decision making
- Requirements for secrecy and silence
- Pressure to conform
- Misuse of scripture or the pulpit to control behaviour
- Requirement of obedience to the abuser
- The suggestion that the abuser has a 'divine' position
- Isolation from others, especially those external to the abusive context

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.

Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed.

The leader may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or God's) acceptance and approval.

## 3:2 Definitions of Abuse (Adults)

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Part 1 Care and support, *Safeguarding adults at risk of abuse or neglect*.

Safeguarding duties apply to an adult who

- has need for care and support (whether or not the local authority is meeting any of those needs) and
- is experiencing, or at risk of, abuse or neglect and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

**Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**Domestic violence** – including psychological, physical, sexual, financial, emotional abuse, so-called 'honour'-based violence.

**Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Discriminatory abuse** – including forms of harassment, slurs or similar treatment, because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational abuse** – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Self-neglect** – this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple and affect one person or more.

## Appendix 4 Signs of Possible Abuse

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

### Physical abuse

- Visible injuries and bruising.
- Unexplained cuts, marks or scars.
- Injuries that don't match the explanation given.
- Getting injured often
- Unexplained falls
- Subdued or changed behaviour
- Changes in weight, being excessively under or overweight or malnourished
- Failing to get medical treatment or changing Doctors often.

### Sexual abuse

- Physical injuries and bruising, particularly to the thighs, buttocks, upper arms and neck
- Bleeding, pain or itching in the genital area or when walking or sitting
- Sexually transmitted diseases or infections
- Pregnancy in a woman who is unable to consent to sex
- Uncharacteristic or age-inappropriate use of sexual language or significant changes in sexual behaviour or attitude
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear/apprehension of, or withdrawal from, relationships or being alone with a particular person.

### Emotional abuse

- Low self-esteem, attachment issues, depression, self-harm, and eating disorders.
- Signs of distress, tearfulness or anger
- Reluctance to be alone with a particular person

## **Neglect**

- Poor appearance or hygiene e.g. being smelly or dirty
- Living in an unsuitable home environment e.g. having no heating
- Inappropriate or inadequate clothing
- Signs of malnutrition or not being given enough food
- Having frequent and untreated medical issues or an accumulation of untaken medication.
- Body issues such as sores, skin complaints, poor muscle tone or prominent joints.
- Poor language or social skills
- Being left alone for a long time
- Being withdrawn, depressed or anxious
- Tiredness or finding it hard to concentrate or take part in activities
- Self-soothing behaviours such as drug or alcohol misuse and self-harm
- Poor school attendance or performance.

## **Domestic violence**

- Low self-esteem, attachment issues, depression, self-harm, and eating disorders
- Signs of distress, tearfulness or anger
- Reluctance to be alone with a particular person
- Visible injuries and bruising
- Injuries that don't match the explanation given
- Unexplained falls
- Subdued or changed behaviour
- Changes in weight, being excessively under or overweight or malnourished
- Signs of coercive control
- Feeling that the abuse is their fault when it is not
- Isolation – not seeing friends and family
- Limited access to money.

## **Modern slavery**

- Signs of physical abuse or emotional abuse
- Signs of neglect
- Isolation from the community
- Seeming under the control or influence of others

- Lack of personal effects or identification documents
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers

### **Discriminatory abuse**

- Low self-esteem, attachment issues, depression, self-harm, and eating disorders.
- Signs of distress, tearfulness, anger or anxiety
- The person appears withdrawn and isolated
- The support on offer does not take account of the person's individual needs in terms of a protected characteristic

### **Institutional Abuse**

- Signs of neglect
- Inadequate staffing levels
- Poor standards of care
- Lack of adequate procedures
- Absence of visitors
- Few social, recreational and educational activities
- Unnecessary exposure during bathing or using the toilet
- Lack of management overview and support
- Signs of physical abuse or emotional abuse

### **Self-neglect**

- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Neglecting household maintenance
- Hoarding
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury

## Appendix 5

### Effective Listening to a Child or Adult

Ensure the physical environment is welcoming, giving opportunity for the child or adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
  - Above everything else listen without interrupting
  - Be attentive and look at them whilst they are speaking
  - Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
  - Try to remain calm, even if on the inside you are feeling something different
  - Be honest and don't make promises you can't keep regarding confidentiality
  - If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen
- Use language that is age appropriate and, for those with disabilities, ensure there is
- someone available who understands sign language, Braille, etc.

#### HELPFUL RESPONSES

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

#### DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

## **Appendix 6**

# **Schedule of Safeguarding Operating Guidelines and Forms**

Safeguarding Leaflet (for anyone to pick up and read)

Safeguarding Guidelines for Younger Children's Work on Sunday

Safeguarding Guidelines for Older Children's Work on Sunday

General Information and Consent Form

Activities Day Visits Consent Form

Consent for Transporting Children Form

Junior Helper Form